July 18, 2023

The Michigan Department of Education (MDE), Office of Health and Nutrition Services (OHNS), is requesting quotes for a contractor to provide consultative services, including education and training, and assist in administering the United States Department of Agriculture (USDA) Child Nutrition Programs: School Nutrition Programs (SNP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP). The contractor position is a limited term from August 1, 2023, through July 31, 2024. Total projected hours: 832 hours.

Responsible candidates must be proficient in data analysis using Microsoft Excel and customer service. Experience with USDA Child Nutrition Programs is preferred, but not required.

The project work includes the responsibilities listed below:

**Main Responsibilities**
- Assist the School Nutrition Program unit with the implementation of Michigan’s Healthy School Meals for All state program.
  - Provide technical assistance and training to sponsors on the implementation of correct counting and claiming models in their food service operations.
  - Provide technical assistance and training to sponsors on student eligibility data collection processes.
  - Assist with analysis and reporting of sponsor and state level meal count data.
- Assist the Fiscal and Administrative Services Team with reimbursement claim analysis and reporting for SNP, SFSP, and CACFP.
  - Review sponsors’ reimbursement claims to ensure accuracy and provide technical assistance.
  - Develop guidance and technical assistance for sponsors on reimbursement claim procedures policies.

**Secondary Responsibilities:**
- Provide customer support for compliance with federal regulations and state laws.
- Provide technical assistance via phone, email, virtual meetings, and/or in person to program sponsors.
- Develop guidance documents, training materials, and webinars for program sponsors.
- Communicate effectively with sponsors and OHNS staff administering the programs.
- All other duties as assigned.
Evaluation:
MDE will evaluate each proposal based on the six factors below. Include examples and details on years of experience in proposals. Proposals missing details on any factor will lose points in that area.

1. Hourly rate
2. Experience providing customer service
3. Demonstrate proficiency with Excel by completing the provided activity
4. Experience with Child Nutrition Programs
5. Experience creating toolkits, webinars, and/or training materials
6. Sample training, webinar, or example of work

The State is not obligated to accept the quote with the lowest hourly rate. Responses must be submitted to Melanie Brummeler by 9:00 am on July 25, 2023, to be considered. Contact information, including phone and email, must be included. The chosen bidder will be notified via email by July 29, 2023.

Questions may be directed to Melanie Brummeler at brummelerm@michigan.gov.